

TO: A + Coordinators

FROM: Willard Worts, Director, A+ Schools Program

DATE: April 2004

SUBJECT: Student Eligibility List

Since 1997 districts have submitted a list of students who upon graduation will be eligible for A+ incentive funds. This submission is required as part of the continuing status report.

*Requirement VI:* Student Financial Assistance Eligibility and Participation System.

*Verification 6.2:* The district/school must submit to the Department by **June 30**, the names and social security numbers of all students who upon graduation this school year will be eligible for A+ incentive funds.

**A+ Graduate Definition:**

Students must meet the following requirements to be eligible for the tuition reimbursement:

- Attend a designated A+ School for three consecutive years prior to graduation
- Have a grade point average of 2.5 or higher on a 4.0 scale
- Have at least a 95 percent attendance record
- Perform 50 hours of unpaid tutoring or mentoring
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol
- Attend a Missouri community college or postsecondary vocational-technical school on a full-time basis and maintain a GPA of 2.5 or higher
- The tuition incentive will be made available only after the student has made a documented good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require repayment; and will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal postsecondary student financial assistance funds have been applied to these costs.

**\*\*** Effective August 28, 1999, all individuals required to register with the Selective Service must do so to be eligible for state-supported scholarships, programs for financial assistance for postsecondary education or loans insured by any state agency. This student eligibility requirement was enacted by the General Assembly of the state of Missouri, 90<sup>th</sup> General Assembly, 1999 (House Bill No. 415).

**Data Fields to Be Submitted:**

**DO NOT USE ANY OTHER FIELDS JUST THE ONES BELOW  
ALSO DO NOT USE CAPS ON ANYTHING**

Student Last Name (if married put maiden name in parenthesis) (See Example)

Student First Name & Student Middle Name – **Must be First & Middle together** (See Example)

Student Social Security Number (000-00-0000) – **MUST include dashes**

American Disability Act (Yes, No) --Yes in the field if the student has an IEP or 504 Plan (**Note: the field needs to contain the entire word Yes, or the entire word No- do not put “y” or “n”**)

Student Planning on Using Funds (Yes, No) (**Note: the field needs to contain the entire word Yes, or the entire word No – do not put “y” or “n” also do not put the college name**)

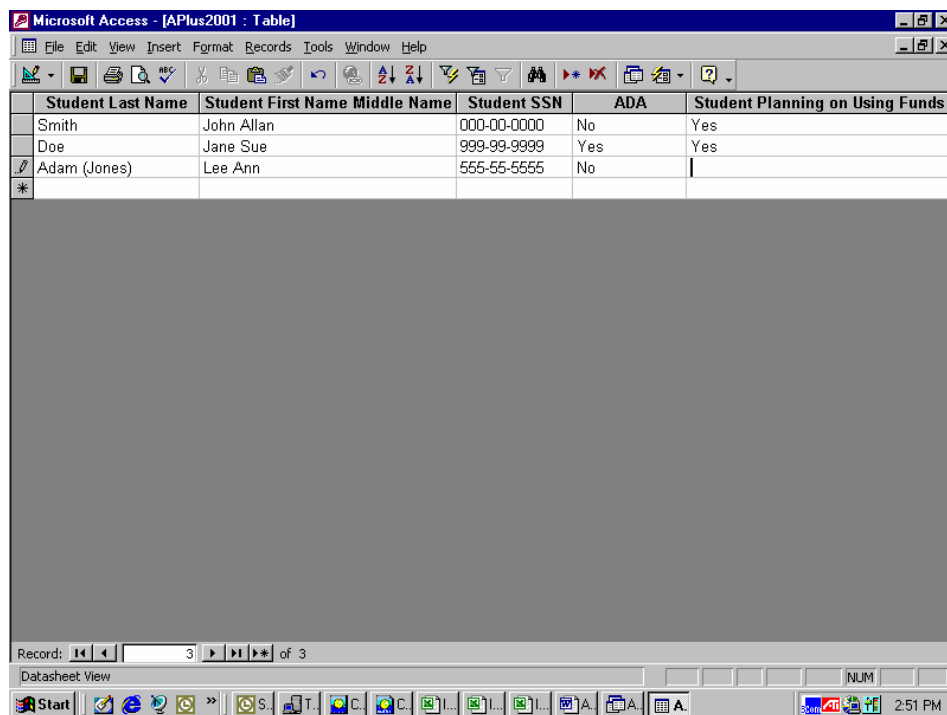
**Submission Date and Mailing Address**

Submitted by: 2 weeks after graduation

Submitted to:

Missouri Department of Elementary and Secondary Education  
A+ Schools Program  
PO Box 480  
Jefferson City, MO 65102

### **EXAMPLE 1: Microsoft Access Database (\*.mdb)**

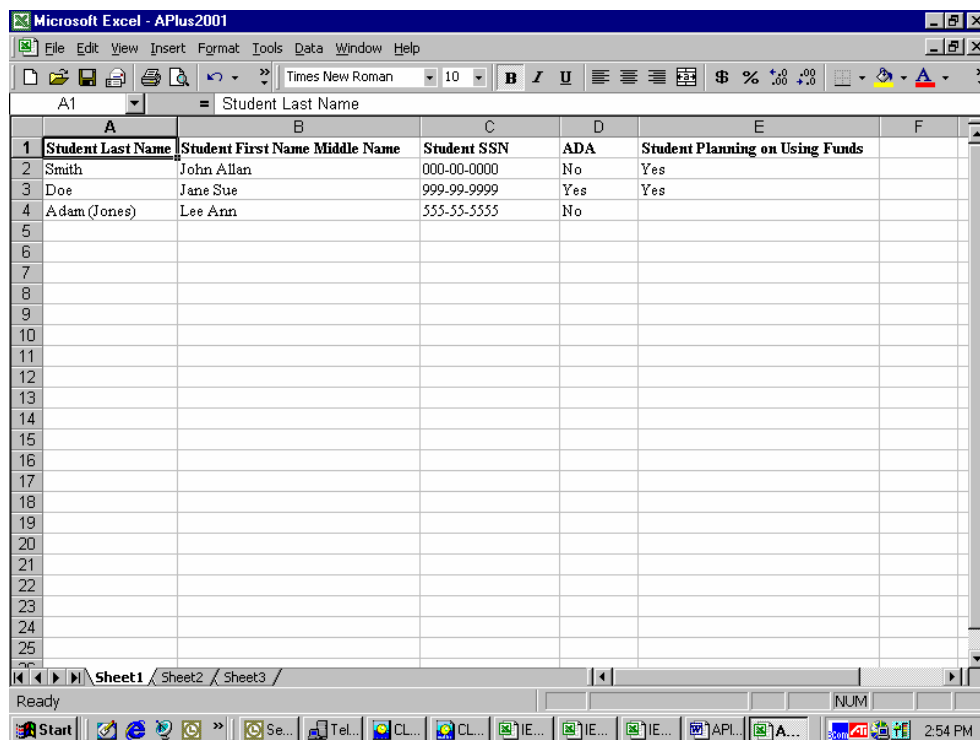


The screenshot shows the Microsoft Access application window titled "Microsoft Access - [APlus2001 : Table]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations, editing, and viewing. The main area displays a table with the following data:

Student Last Name	Student First Name Middle Name	Student SSN	ADA	Student Planning on Using Funds
Smith	John Allan	000-00-0000	No	Yes
Doe	Jane Sue	999-99-9999	Yes	Yes
Adam (Jones)	Lee Ann	555-55-5555	No	

The status bar at the bottom indicates "Record: 3 of 3" and "Datasheet View". The Windows taskbar at the bottom shows the Start button and several open applications, including Internet Explorer and Word, with the system clock displaying 2:51 PM.

### **EXAMPLE 2: Microsoft Excel Spreadsheet (\*.xls) – This is the preferred method.**



The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - APlus2001". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The main area displays a spreadsheet with the following data:

	A	B	C	D	E	F
	Student Last Name	Student First Name Middle Name	Student SSN	ADA	Student Planning on Using Funds	
1	Smith	John Allan	000-00-0000	No	Yes	
2	Doe	Jane Sue	999-99-9999	Yes	Yes	
3	Adam (Jones)	Lee Ann	555-55-5555	No		
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The status bar at the bottom indicates "Ready" and "NUM". The Windows taskbar at the bottom shows the Start button and several open applications, including Internet Explorer and Word, with the system clock displaying 2:54 PM.

### **EXAMPLE 3: Microsoft Word (\*.doc)**

